

## Community Leased Facilities - Fire Safety

Both Council as owner, and lessees as occupiers, of leased buildings have legal obligations to ensure the safety of any person in that building in the event of a fire or hazardous material emergency.

In accordance with Council's Community Leasing policy, Council and lessees have different responsibilities relating to fire safety.

The purpose of this factsheet is to provide information to assist lessees in managing their compliance with the *Fire and Emergency Services Act 1990*, the *Building Fire Safety Regulation 2008* and Council's Community Leasing Policy.

The Queensland Fire and Emergency Services' (QFES) Building Fire Safety Management Tool & Advisory Notes document provides further detail in relation to the responsibilities of owners and occupiers of buildings and sections of this document are referred to within this factsheet.

This document can be accessed on the following website:

[www.qfes.qld.gov.au/buildingsafety/documents/FSMT-AdvisoryNotes.pdf](http://www.qfes.qld.gov.au/buildingsafety/documents/FSMT-AdvisoryNotes.pdf)

### Council Responsibilities

Council is responsible for the installation, servicing and replacement of all fire services (excludes specialist facilities and misuse by lessee). Fire services include smoke detectors, emergency lights, exit lights, alarm panels and fire extinguishers.

Council engages contractors to service and replace fire services. Accordingly, these contractors will require access to each leased facility, and where possible, lessees are notified prior to any contractor attending site.

In accordance with the QFES Building Fire Safety Management Tool, Council is specifically responsible for ensuring compliance with items 4, 7, 15 to 23, 25 to 40, 43 and 61.

### Lessee Responsibilities

Lessees are responsible for providing, maintaining and updating evacuation plans and signs, maintaining clear evacuation routes and for undertaking and recording practice evacuations (where required).

In accordance with the QFES Building Fire Safety Management Tool, lessees are specifically responsible for ensuring compliance with items 1-3, 5, 9-10, 13-14, 24, 41-42 and 44-58.

### Joint Responsibility

Items 6, 8, 59, 60, 62 and 63 of the QFES Building Fire Safety Management Tool are the joint responsibility of Council and lessees. The below table outlines Council's and the Lessee's responsibility for each item:

Item	Council Responsibility	Lessee Responsibility
6	Repairing of damaged fire/smoke doors	Keeping fire/smoke doors unobstructed and avoiding damage to doors
8	Refraining from penetrating through fire/smoke walls without installing required fire collars	Refraining from penetrating through fire/smoke walls without installing required fire collars
59	Council documentation kept in accordance with Council Corporate Directive	Keep building approval documentation for approvals obtained by lessee
60	Display certificate where available	Display certificate for approvals obtained by lessee
62	Leaving hard copies of records on site	Keeping hard copies of records in a safe location
63	Council documentation kept in accordance with Council Corporate Directive	Provide copy of records to Council